

Who Does What?
The Class-Secretary Crib Sheet

Alice Hummer, Editor

781-283-2341; ahummer@wellesley.edu

- Handles magazine policies, queries on feature stories, and general magazine questions.

Lisa Scanlon '99, Associate Editor

781-283-2342; lscanlon@wellesley.edu

- Responsible for all class notes for classes in odd decades (1930s, '50s, '70s, '90s)
- Maintains the "In Memoriam" list and edits all memorials.
- Coordinates the writing and editing of special profiles and mini-profiles.
- A contact for broadcast e-mails you would like to send out (as a secretary). Other officers contact the "Groups" office.
- Produces class lists and labels. Please allow her two weeks to fill a request.

Francie Latour, Associate Editor

781-283-2344, flatour@wellesley.edu

- Responsible for all class notes for classes in even decades (1940s, '60s, '80s, '00s) and CE/DS
- Handles all photos: Contact her about submissions or guidelines.
- Oversees books page.
- Contact for all advertisement in magazine; call or e-mail her for ad deadlines and rates.
- A contact for broadcast e-mails you would like to send out (as a secretary). Other officers contact Christine Kurtz (see below).

Volunteer Connect: <http://www.wellesley.edu/Alum/Volunteer/VConnect/>

- To send out broadcast e-mail yourself
- To get a list of classmates' contact information or address labels yourself

- For help in using the site, contact Anne Springsteen '01, assistant director of alumnae technology, at 781-283-3417 or asprings@wellesley.edu
- If you are uncomfortable using Volunteer Connect, Francie or Lisa can always send out broadcast e-mails or print lists and labels for you.

Tom Haas, Assistant Director of Alumnae Communications

781-283-2392, thaas@wellesley.edu

- Contact for print mailings – birthday cards, postcards, print newsletters, etc.

Christine Kurtz, Assistant Director of Classes

781-283-2336, ckurtz@wellesley.edu

- Contact for all class matters except reunion. If you have questions related to your duties (other than writing notes), please contact Christine.

Heather Tromblee, Director of Events

781-283-2333, htromble@wellesley.edu

Cindy Tashjian, Assistant Director of Events

781-283-2343

- Contacts for all alumnae events – reunion, Alumnae Leadership Council, Alumnae Achievement Awards

The College

800-339-5233; updates@alum.wellesley.edu OR recordupdates@wellesley.edu

106 Central St., Wellesley, MA 02481-8203

If a classmate tells you that she has moved or changed her name, or if a family member informs you of a classmate's death, please direct them to the College. All changes must come from either the individual herself or a family member.